Enrollment 2002

Part A - Fall Enrollment by race/ethnicity and gender Enrollment as of the institution's <u>official fall reporting date</u> or as of October 15, 2002

CIPCODE: 99.0000 -- Summary

women

Full-time undergraduate students

	<u>Dec</u>	Non-	Total,		
Students enrolled for credit	First-time, first-year	Other degree/certificate - seeking	Total	degree/certificate- seeking	full-time undergraduate students
	(1)	(2)	(3)	(4)	(5)
Men Nonresident alien					
Black, non- Hispanic					
American Indian/Alaska Native					
Asian/Pacific Islander					
Hispanic					
White, non-					
Hispanic Race/ethnicity					
unknown					
Total men Total men prior year Women					
Nonresident alien					
Black, non-					
Hispanic American					
Indian/Alaska Native					
Asian/Pacific					
Islander Hispanic					
White, non- Hispanic					
Race/ethnicity					
unknown Total women			,		p
Total women prior					
year Total men +					

CIPCODE: 99.0000 -- Summary

year

Part-time undergraduate students

	_		unacigiaduai		+
		<u>gree/certificate-seekin</u>		Non-	Total,
Students enrolled	First-time,	Other	Total	degree/certificate-	part-time
for <u>credit</u>	<u>first-year</u>	degree/certificate -		seeking	undergraduate
	•	seeking			students
	(1)	(2)	(3)	(4)	(5)
Men	()	()	(-7	()	` '
Nonresident alien					
Noniesident allen					
Black, non-					
Hispanic					
American					
Indian/Alaska					
Native					
Asian/Pacific					
Islander					
Hispanic					
White, non-					
Hispanic					
Race/ethnicity					
unknown					<u></u>
Total men					
Total men prior					
year					
Women					
Nonresident alien					
Black, non-					
Hispanic					
American					
Indian/Alaska					
Native					
Asian/Pacific					
Islander					
Hispanic					
•					
White, non-					
Hispanic					
Race/ethnicity					
unknown					
Total women					
Total women prior					
i otal women pho					

CIPCODE: 99.0000 -- Summary

	<u>Graduate s</u>	<u>students</u>
	Total <u>full-time</u>	Total <u>part-time</u>
Students enrolled for <u>credit</u>	(1)	(2)
Men Nonresident alien		
Black, non-Hispanic		
American Indian/Alaska Native		
Asian/Pacific Islander		
Hispanic		
White, non-Hispanic		
Race/ethnicity unknown		
Total men Total men prior year Women Nonresident alien		,
Black, non-Hispanic	,	<u></u>
American Indian/Alaska Native		<u></u>
Asian/Pacific Islander		
Hispanic		
White, non-Hispanic		
Race/ethnicity unknown		
Total women Total women prior year	,	,

CIPCODE: 99.0000 -- Summary

	<u>First-professional students</u>		
	Total <u>full-time</u>	Total part-time	
Students enrolled for <u>credit</u> Men	(1)	(2)	
Nonresident alien			
Black, non-Hispanic			
American Indian/Alaska Native			
Asian/Pacific Islander			
Hispanic			
White, non-Hispanic			
Race/ethnicity unknown			
Total men Total men prior year Women Nonresident alien			
Black, non-Hispanic			
American Indian/Alaska Native		,	
Asian/Pacific Islander			
Hispanic		<u></u>	
White, non-Hispanic		,	
Race/ethnicity unknown		,	
Total women Total women prior year			

Part A - Fall Enrollment - Summary by race/ethnicity Fall enrollment totals

CIPCODE: 99.0000 -- Summary

Students enrolled for credit Total full-time Total part-time Grand total, Prior year students students all students

Men

Nonresident alien Black, non-Hispanic American Indian/Alaska Native Asian/Pacific Islander

Hispanic

White, non-Hispanic Race/ethnicity unknown

Total men Women

Nonresident alien Black, non-Hispanic American Indian/Alaska Native Asian/Pacific Islander

Hispanic

White, non-Hispanic Race/ethnicity unknown

Total women Grand Total

Fall Enrollment - CIPCODE Selection

Indicate which of the following fields of study are offered by your institution. Students are to be reported by their major field of study for the categories listed below. Fields for which enrollment was reported for Fall 2000 have been marked; check all fields that have been added since then.

Underg	graduate and graduate fields
	13.0000 Education
	14.0000 Engineering
	26.0000 Biological Sciences/Life Sciences
	27.0000 Mathematics
	40.0000 Physical Sciences
	52.0000 Business Management & Admin. Services
First-p	rofessional fields
	22.0101 Law (LL.B., J.D.)
	51.0401 Dentistry (D.D.S., D.M.D.)
	51.1201 Medicine (M.D.)
CAVEATS	
	<u> </u>

Sample pages for 13.0000 Education (undergraduate and graduate) and 21.0101 Law (first-professional) follow. Please duplicate these pages as needed for any fields of study listed above that are offered by your institution.

CIPCODE: 13.0000 -- Education

women

Full-time undergraduate students

	<u>Full-time undergraduate</u> students						
	Dec	ree/certificate-seeking	<u>a</u>	Non-	Total,		
Students enrolled	First-time,	Other	Total	degree/certificate-	full-time		
for <u>credit</u>	first-year	degree/certificate -		seeking	undergraduate		
	<u>, </u>	seeking		J	students		
	(1)	(2)	(3)	(4)	(5)		
Men	()	()	(-)	()	()		
Nonresident alien							
Black, non-							
Hispanic American					-		
Indian/Alaska							
Native							
Asian/Pacific							
Islander							
Hispanic							
•							
White, non-							
Hispanic Race/ethnicity							
unknown							
Total men							
Women							
Nonresident alien							
Black, non-							
Hispanic							
American Indian/Alaska							
Native							
Asian/Pacific							
Islander							
Hispanic							
White, non-							
Hispanic							
Race/ethnicity unknown							
Total women							
Total women Total men +							
rotal men +							

CIPCODE: 13.0000 -- Education

Part-time undergraduate students

	<u>rait-time undergraduate</u> students					
	Dec	ree/certificate-seekin	q	Non-	Total,	
Students enrolled	First-time,	Other	Total	degree/certificate-	part-time	
for <u>credit</u>		degree/certificate -	Total	seeking	undergraduate	
ioi <u>creait</u>	<u>first-year</u>			Seeking		
		seeking			students	
	(1)	(2)	(3)	(4)	(5)	
Men						
Nonresident alien						
rtomoordont dhorr						
Black, non-						
Hispanic						
American						
Indian/Alaska						
Native						
Asian/Pacific						
Islander						
Hispanic						
White, non-						
Hispanic						
Race/ethnicity						
unknown						
Total men						
Women						
Nonresident alien						
DI 1						
American						
Indian/Alaska						
Native			,			
Hispanic						
White non-						
Total women						
Nonresident alien Black, non- Hispanic American Indian/Alaska Native Asian/Pacific Islander Hispanic White, non- Hispanic Race/ethnicity unknown Total women						

CIPCODE: 13.0000 -- Education

Total women prior year

	<u>Graduate students</u>		
	Total <u>full-time</u>	Total part-time	
Students enrolled for <u>credit</u> Men	(1)	(2)	
Nonresident alien			
Black, non-Hispanic			
American Indian/Alaska Native			
Asian/Pacific Islander			
Hispanic			
White, non-Hispanic			
Race/ethnicity unknown			
Total men Total men prior year Women			
Nonresident alien			
Black, non-Hispanic			
American Indian/Alaska Native			
Asian/Pacific Islander			
Hispanic			
White, non-Hispanic			
Race/ethnicity unknown		,	
Total women	,	,	

Part A - Fall Enrollment - Summary by race/ethnicity

Fall enrollment totals

CIPCODE: 13.0000 -- Education

Students enrolled for credit Total full-time Total part-time Grand total, Prior year students students all students

Men

Nonresident alien Black, non-Hispanic American Indian/Alaska Native Asian/Pacific Islander

Hispanic

White, non-Hispanic Race/ethnicity unknown

Total men Women

Nonresident alien Black, non-Hispanic American Indian/Alaska Native Asian/Pacific Islander

Hispanic

White, non-Hispanic Race/ethnicity unknown

Total women Grand Total

Part A - Fall Enrollment by race/ethnicity and gender

Enrollment as of the institution's official fall reporting date or as of October 15, 2002

CIPCODE: 22.0101 -- Law (LL.B., J.D.)

	<u>First-professional students</u>		
	Total <u>full-time</u>	Total part-time	Total
Students enrolled for <u>credit</u>	(1)	(2)	
Men			_
Nonresident alien			
Black, non-Hispanic			
American Indian/Alaska Native			
Asian/Pacific Islander			_
Hispanic			=
White, non-Hispanic			_
Race/ethnicity unknown			
Total men Total men prior year Women		,	
Nonresident alien			
Black, non-Hispanic			_
American Indian/Alaska Native			=
Asian/Pacific Islander			=
Hispanic			=
White, non-Hispanic			=
Race/ethnicity unknown			=
Total women Total women prior year	,	,	

NOTE: These data are **optional** this year.

Enrollment as of the institution's official fall reporting date or as of October 15, 2002

Age

Full-time undergraduate students

Men

Women

Under 18

18-19

20-21

22-24

25-29

30-34

35-39

40-49

50-64

Age unknown/unreported
Total full-time undergraduate students (from part A)

65 and over

NOTE: These data are **optional** this year.

Enrollment as of the institution's official fall reporting date or as of October 15, 2002

Age
Part-time undergraduate students

Men
Women

Under 18

18-19
20-21
22-24
25-29
30-34
35-39
40-49
50-64

Age unknown/unreported Total part-time undergraduate students (from part A)

65 and over

NOTE: These data are **optional** this year.

Enrollment as of the institution's official fall reporting date or as of October 15, 2002

Age

Full-time graduate students

Men

Women

Under 18

18-19

20-21

22-24

25-29

30-34

Age unknown/unreported
Total full-time graduate students (from part A)

35-39 40-49 50-64 65 and over

NOTE: These data are **optional** this year.

Enrollment as of the institution's official fall reporting date or as of October 15, 2002

Age	Part-time graduate students			
	Men	Women		
Under 18				
18-19				
20-21				
22-24				
25-29				
30-34				
35-39				
40-49				
50-64				
65 and over				

Age unknown/unreported
Total part-time graduate students (from part A)

NOTE: These data are **optional** this year.

Enrollment as of the institution's official fall reporting date_or as of October 15, 2002

Age

Full-time first-professional students

Men

Women

Under 18

18-19

20-21

22-24

25-29

30-34

35-39

40-49

50-64

Age unknown/unreported Total full-time, first-professional students (from part A)

65 and over

NOTE: These data are **optional** this year.

Enrollment as of the institution's official fall reporting date or as of October 15, 2002

Age

Part-time first-professional students

Men

Women

Under 18

18-19

20-21

22-24

25-29

30-34

35-39

40-49

50-64

Age unknown/unreported

Total part-time, first-professional students (from part A)

65 and over

Part C - Residence of first-time first-year students Enrollment as of the institution's official fall reporting date or as of October 15, 2002

Enrollment as of the insta		fficial fall reporting date or as of October 15, 2002 Total first-time, first-year Those who graduated from		
was first admitted		(degree-seeking only)	high school in the past 12 months	
Alabama	01	(1)	(2)	
Alaska	02			
Arizona	04			
Arkansas	05			
California	06			
Colorado	08			
Connecticut	09			
Delaware	10			
District of Columbia	11			
Florida	12	<u></u>		
Georgia	13			
Hawaii	15			
Idaho	16			
Illinois	17			
Indiana	18			
lowa	19			
Kansas	20			
Kentucky	21			
Louisiana	22			
Maine	23			

Part C - Residence of first-time first-year students Enrollment as of the institution's official fall reporting date or as of October 15, 2002

		ficial fall reporting date or	
State of <u>residence</u> when student	FIPS Code		Those who graduated from
was first admitted		(degree-seeking only)	high school in the past 12 months
Mandand	0.4	(1)	(2)
Maryland	24		
Massachusetts	25		
Michigan	26		
Minnesota	27		
Mississippi	28		
Missouri	29		
Montana	30		
Nebraska	31		
Nevada	32		
New Hampshire	33		
New Jersey	34		
New Mexico	35		
New York	36		
North Carolina	37		
North Dakota	38		
Ohio	39		
Oklahoma	40		
Oregon	41	,	,
Pennsylvania	42	,	,
Rhode Island	44	,	,
		<u>*</u>	-

Part C - Residence of first-time first-year students

Enrollment as of the institution's official fall reporting date or as of October 15, 2002 State of residence when student FIPS Code Total first-time, first-year Those who graduated from was first admitted (degree-seeking only) high school in the past 12 months South Carolina 45 South Dakota 46 Tennessee 47 Texas 48 Utah 49 Vermont 50 Virginia 51 Washington 53 West Virginia 54 Wisconsin 55 Wyoming 56 State Unknown 57 American Samoa 60 **Federated States** 64 of Micronesia 66 Guam Marshall Islands 68

69

70

72

78

90

98

Total first-time, first-year students (FT+PT from part A)

Residence unknown/unreported

Northern Marianas

Palau

Puerto Rico

Virgin Islands

Foreign Countries

Part D - Total Entering Class Total Entering Class - Fall 2002

Number of full-time first-time degree-seeking <u>undergraduates</u> (this is your fall cohort reported in Part A)
Total <u>entering students</u> at undergraduate level, Fall 2002

Percentage of entering class represented by your GRS cohort

Part E - Unduplicated Count

Please indicate which	12-month period you wil	ll use to report your	UNDUPLICATED stu	ident counts and
activity hours.				

- July 1, 2001 through June 30, 2002
- September 1, 2001 through August 31, 2002

CAVEATS

ı	*
ı	
	7

Part E - Unduplicated Count 12-month unduplicated count by race/ethnicity and gender

	Undergraduate students	Graduate students	First-professional students
Men Nonresident alien			
Black, non-Hispanic			
American Indian/Alaska Native			
Asian/Pacific Islander			
Hispanic			
White, non-Hispanic			
Race/ethnicity unknown			
Total men Women Nonresident alien			
Black, non-Hispanic	<u> </u>		
American Indian/Alaska Native			
Asian/Pacific Islander			
Hispanic			
White, non-Hispanic			
Race/ethnicity unknown			
Total women	,	, <u>, , , , , , , , , , , , , , , , , , </u>	,

Total women Grand total Prior year

Part F - Instructional Activity 12-month instructional activity

12-month instructional activity				
Level of course	Total 12-month activity			
Contact hour activity for occupational (undergraduate) programs				
	l]		
Credit hour activity for academic programs;				
Undergraduate programs				
Graduate programs				

Instructions for Enrollment

Introduction

There are two places where users may enter caveats, the **Fall Enrollment - CIPCODE Selection** and **Part E - Unduplicated Count** question screen. These are intended to provide users a place to indicate characteristics of the institution which may make applying IPEDS definitions and instructions problematic. The caveats should **not** be used for explanations of edit reports, as there are other locations specifically for that purpose.

Part A – Fall Enrollment by Race/ethnicity and gender

All institutions must report total enrollment using the Summary (CIP 99.0000) screens. Four-year institutions (for reporting enrollment in even numbered years only) are also to report students by their major field of study for selected fields. Details for this reporting follow the general Part A instructions.

Period of Report

Enrollment should be reported as of the institution's official fall reporting date or October 15.

Who to Include in this Report

Students included in report - Report all students enrolled in courses **creditable** toward a diploma, certificate, degree, or other formal award. Include students enrolled in courses that are part of a vocational or occupational program, **including** those enrolled in off-campus centers. Include high school students taking regular college courses for credit. Report these students in the classification in which they are recorded by the institution. Be sure to include full-time students taking remedial courses if the student is considered degree-seeking for the purpose of student financial aid determination.

Students excluded from this report - Do NOT include in this report:

- Students enrolled exclusively in courses not creditable toward a formal award or the completion of a
 vocational program. Do NOT include students taking CEU's unless they are also enrolled in courses
 creditable toward a degree or other formal award.
- Students exclusively auditing classes.
- Residents or interns in first-professional fields, since they have already received their first-professional degree.
- Students studying abroad (e.g., at a foreign university) if their enrollment at this institution is only an administrative record and the fee is only nominal.
- Students in any branch campus located in a foreign country.

Reporting Students by Racial/Ethnic Category and Gender

This information is being gathered in compliance with Title VI of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972 and Section 421(a)(1) of the Carl D. Perkins Vocational Education Act.

Method of collection - The manner of collecting racial/ethnic information is left to the discretion of the institution provided that the system which is established results in reasonably accurate data, which may be replicated by others when the same documented system is utilized. One acceptable method is a properly controlled system of post-enrollment self-identification by students. If a self-identification method is utilized, a verification procedure to ascertain the completeness and accuracy of student submissions should be employed.

Assignment to categories - For the purpose of this report, a student may be included in the group to which he or she appears to belong, identifies with, or is regarded in the community as belonging. However, no person may be counted in more than one racial/ethnic group. Racial/ethnic designations are requested only for United States citizens, resident aliens, and other eligible non-citizens. (See definitions below.)

Racial/ethnic descriptions - Racial/ethnic designations as used in this survey do not denote scientific definitions of anthropological origins. The categories are:

- Black, non-Hispanic A person having origins in any of the black racial groups of Africa (except those of Hispanic origin).
- American Indian/Alaska Native A person having origins in any of the original peoples of North America
 and who maintains cultural identification through tribal affiliation or community recognition.
- Asian/Pacific Islander A person having origins in any of the original peoples of the Far East, Southeast
 Asia, the Indian Subcontinent, or Pacific Islands. This includes people from China, Japan, Korea, the
 Philippine Islands, American Samoa, India, and Vietnam.
- Hispanic A person of Mexican, Puerto Rican, Cuban, Central, or South American, or other Spanish culture or origin, regardless of race.
- White, non-Hispanic A person having origins in any of the original peoples of Europe, North Africa, or the Middle East (except those of Hispanic origin).

Other descriptive categories

Nonresident alien — A person who is not a citizen or national of the United States and who is in this
country on a visa or temporary basis and does not have the right to remain indefinitely.

NOTE — Nonresident aliens are to be reported separately in the places provided, rather than in any of the five racial/ethnic categories described above. **Resident aliens** and other eligible (for financial aid purposes) non-citizens who are not citizens or nationals of the United States and who have been admitted as legal immigrants for the purpose of obtaining permanent resident alien status (and who hold either an alien registration card (Form I-551 or I-151), a Temporary Resident Card (Form I-688), or an Arrival-Departure Record (Form I-94) with a notation that conveys legal immigrant status such as Section

- 207 Refugee, Section 208 Asylee, Conditional Entrant Parolee or Cuban-Haitian) are to be reported in the appropriate racial/ethnic categories along with United States citizens.
- Race/ethnicity unknown This category is used ONLY if the student did not select a racial/ethnic
 designation, AND the postsecondary institution finds it impossible to place the student in one of the
 aforementioned racial/ethnic categories during established enrollment procedures or in any postenrollment identification or verification process.

Part A - Full-Time Undergraduate Students

Include all students enrolled in 4 or 5-year bachelor's degree programs, associate's degree programs, or any vocational/technical programs that grant degrees or certificates below the baccalaureate level. Students who have already earned a bachelor's degree but are taking undergraduate courses FOR CREDIT should be included as undergraduates.

Full-time first-time degree/certificate-seeking undergraduate students (column 1)- This group defines an institution's initial cohort for reporting graduation rates for Student Right-to-Know purposes if the institution operates on standard academic terms.

First-time first-year degree/certificate-seeking students are those students who never attended any college (or other postsecondary institution). Include students enrolled in the fall term who attended college for the first time in the prior summer term. Also include students who entered with advanced standing (college credits earned before graduation from high school). In order to be considered degree/certificate-seeking, students must be enrolled in courses for credit and be recognized by the institution as seeking a degree or other formal award. Be sure to include students in occupational and vocational programs. Note: all students eligible to receive federal student financial aid are to be considered degree/certificate seeking.

Total full-time degree/certificate-seeking undergraduate students - In column 3, report the total number of full-time degree/certificate-seeking undergraduate students. This number **must include** the number reported in column 1, plus all other full-time degree/certificate-seeking students enrolled at any undergraduate level (second year, third year, etc.). DO NOT include students who are not considered degree/certificate-seeking by the institution even though they may be enrolled for credit. Once you enter this number and save your data, the "Other degree/certificate-seeking" count (column 2) will be calculated for you.

Total full-time undergraduate students - In column 5, report the **total** number of full-time undergraduate level students enrolled for credit – include all degree/certificate-seeking and non-degree/certificate-seeking students. An example of non-degree/certificate-seeking students would be those enrolled in creditable courses who for some reason are not seeking a degree/certificate. Once you enter this number and save your data, the "Non-degree/certificate-seeking" count (column 4) will be calculated for you.

Part A - Part-time Undergraduate Students -

Using the definitions and instructions provided for full-time undergraduate students, report part-time students in the same manner.

Part A - Graduate Students

Report all students enrolled in graduate programs at your institution as either full-time (column 1) or part-time (column 2). Be sure to include students involved in thesis preparation.

Part A - First-Professional Students

First-professional students are those students enrolled in programs leading toward a first-professional degree in the fields of chiropractic, dentistry, law, medicine, optometry, osteopathy, pharmacy, podiatry, theology and veterinary medicine.

Report these students as full-time (column 1) or part-time (column 2).

First-professional degrees are defined as follows:

- Chiropractic (D.C., D.C.M.)
- Dentistry (D.D.S., D.M.D.)
- Medicine (M.D.)
- Optometry (O.D.)
- Osteopathic Medicine (D.O.)
- Pharmacy (Pharm.D.) *
- Podiatry (D.P.M., D.P., Pod.D.)
- Veterinary Medicine (D.V.M.)
- Law (L.L.B., J.D.)
- Theology (M.Div., M.H.L., B.D., or Ordination)

Fall Enrollment - Selected Fields of Study

(only applies to four-year institutions reporting in even numbered years)

CIPCODE Selection - This screen lists all the fields and their CIP codes for which enrollment should be reported. These designations were taken from the 1990 version of the NCES publication "A Classification of Instructional Programs." Field names and corresponding CIP code numbers for the programs known to exist at your institution have already been checked. Please update this list by adding or removing checks in the associated boxes. For the fields of dentistry, medicine and law, include only students enrolled at the first-professional level. When reporting enrollment, be sure to report students with double majors only once.

If students at your institution do not declare a major field of study until the second or third year of undergraduate study, be sure to report all students with undeclared majors on the Summary (99.0000) page only.

^{*} Report students enrolled for the Bachelor of Pharmacy degree at the undergraduate level.

Once you have updated the selection screen and saved the results, screens similar to the Summary screens will be generated at the appropriate levels and fields of study. Follow the same instructions as Summary screens to enter the enrollments for these fields. Since the First-professional fields only have one screen each, there are no "Summary by race/ethnicity" screens, as is the case for the other fields of study.

Part B – Enrollment of Students by Age

(Required for reports of enrollment in odd-numbered years only)

Relation to enrollment reported in Part A - This distribution of students should include all students reported in Part A. All directions regarding the date of the report, students to include, and categorization of students by attendance status (full or part time) apply to this part.

Age of students - Use institutional records to calculate age as of the institution's official fall report (on or about October 15).

The totals by gender for each attendance status and student level will be brought from the corresponding Part A (Summary) totals. If the sum of the ages by gender does not agree with this total, the "Age unknown/unreported" will be calculated.

Part C – Residence of First-time, First-year Students

(Required for reports of enrollment in even-numbered years only)

Relation to enrollment reported in Part A - This distribution of students should include all the first-time, first-year, degree/certificate-seeking students reported in Part A. All directions regarding the date of the report and students to include apply to this part.

Total first-time, first-year students - Report all first-time, first-year, degree/certificate-seeking students, both full-time and part-time, by state of residence. Include all those entering the institution with a GED or without a high school diploma, and any year of high school graduation. The system will sum the first-time, first-year, degree/certificate-seeking undergraduate students from Part A (full time + part time) and enter this number in the Part C total line, column (1). If the sum of the details reported in column 1, lines 1-90, does not agree with this total, the "Residence unknown/unreported" (line 98) will be calculated.

Students from column (1) who graduated from high school within the previous 12 months are to be reported again by their state of residence in column (2).

State of residence - Use the state identified by the student as his/her permanent address at the time of application to the institution. This may be the legal residence of a parent or guardian, or the state in which a student has a driver's license or is registered to vote. It is not necessarily the state in which

the student's high school is located.

Part D - Total Entering Class

Total Entering Class - Fall 2002 - This data is included to address concerns some institutions have raised about the cohort that is defined by the IPEDS Graduation Rate survey. The GRS includes only full-time first -time degree/certificate -seeking undergraduate students in the cohort which, for institutions with substantial part -time and/or transfer-in enrollment, may result in graduation rates that are not representative of their typical entering class.

In the box provided, enter the **total** number of undergraduate students that entered your institution for the first time in the fall term. This should include both full-time and part-time undergraduate students; whether degree/certificate seeking or not. Be sure to include students who initially attended the prior summer term and returned again in the fall, as well as students transferring into your institution at **any** undergraduate level for the first time.

Note that the GRS cohort (full-time, first-time degree/certificate seeking undergraduate students) is automatically carried over from your Part A submission.

By clicking the Save button, you can view the percent of the entering class that is represented by your GRS cohort.

Unduplicated Counts

Parts E and F, unlike the other enrollment parts, collects unduplicated student counts and instructional activity for an entire 12-month period. Select which of the two 12-month periods your institution will use in this report by clicking the appropriate button.

Part E – Unduplicated Count

Coverage - Institutions should report an unduplicated count of the total number of students by gender, race/ethnicity, and level (undergraduate, graduate, first-professional) enrolled during the 12-month reporting period (selected above) in any courses leading to a degree or other formal award **and** any students enrolled in courses that are part of a terminal vocational or occupational program. **Do NOT** report students whose only credit was at a branch campus in a foreign country.

DO NOT include interns or residents as those students have already received their first-professional degrees and are **NOT** included in this enrollment survey.

How to report an unduplicated headcount -

Report students according to gender, race/ethnicity, and the level of their standing with the institution.
 Students who already hold a baccalaureate degree but are enrolled as an undergraduate for additional

- undergraduate courses should be counted as undergraduates. Students admitted with graduate standing should be counted as graduate students even if they are taking some undergraduate courses.
- In order to determine an unduplicated number of students enrolled, count each student only once during the 12-month period.

Example 1: If a student enrolls in the fall term, drops out in winter, but enrolls again in spring, count that student once.

Example 2: If a student is an undergraduate in the fall and a graduate in the spring, count the student at his/her highest level attained.

Part F - Instructional Activity

Contact hour activity- Include instructional activity in all courses offered for credit that are measured in terms of contact or clock hours, regardless of whether the student completes the course. (See the IPEDS Glossary for the definition of "credit course.") Also include courses that are part of a terminal occupational or vocational program that are measured in contact or clock hours, regardless of whether these courses lead to a formal award by the institution. Include courses taken by high school students. Do NOT include courses that are audited by students, or credit courses of students studying abroad. If your institution does not offer courses measured in terms of contact or clock hours, leave this box blank.

Credit hour activity - Include instructional activity in all courses offered for credit that are measured in terms of credit hours, regardless of whether the student completes the course. (See the IPEDS Glossary for the definition of "credit course.") Also include courses comprising part of a terminal vocational or occupational program that are measured in terms of credit hours, regardless of whether these courses lead to a formal award by the institution. Include credit courses taken by high school students. Do NOT include credit courses that are audited by students, or credit courses of students studying abroad. If your institution does not offer credit hour courses, leave this box blank.

Total 12-Month Activity - Report the total contact hour and/or credit hour activity for all students for the entire 12-month period. Include all short courses as well as regular academic terms. Read the instructions below entitled "How to compute instructional activity" before providing the 12-month instructional activity data.

Level of course - The level of each course (undergraduate, graduate, or first-professional) should be the level of the course as designated by the institution. DO NOT INCLUDE FIRST-PROFESSIONAL COURSES WHEN REPORTING ACTIVITY AT THE GRADUATE LEVEL.

If there are courses that cannot be assigned to a single level (e.g., if some courses serve both undergraduates and graduates), partition the enrollment in the course based on the level of the student. For example, credit enrollment in a course may be partitioned between the undergraduate and graduate levels and the instructional activity partitioned at the same proportion.

How to compute instructional activity -

Contact hour activity - In computing contact hour activity, include ONLY those courses offered for credit that are measured in terms of contact or clock hours, as well as courses that are part of an occupational or vocational program that are measured in terms of contact or clock hours. DO NOT CONVERT CREDIT HOUR ACTIVITY INTO CONTACT HOUR ACTIVITY. To determine the contact hour activity for a course, multiply the CONTACT HOUR value of the course by the number of students enrolled in the course for credit. (NOTE — The contact hour value of a course is the number of hours per week that the course meets times the number of weeks the course is given. For example, a 3-week real estate licensure course that meets 15 hours per week has a value of 45 contact hours. The number of students enrolled in the course is the number enrolled at the close of the official add period for each program. If there is no official add period, report as of the 15th day of each regular program, and the 5th day of each short program.)

Example: The contact hour activity for a 900-contact hour course with an enrollment of 20 is 18,000 contact hours. Using this method, compute the contact hour activity for each course and then sum the activity for all contact hour courses for the 12-month period. If a course does not end within the 12-month period (e.g., if only 40 weeks of a 64-week course fall within the specified period 12-month period), see the special instructions below to determine the computation of instructional activity for these courses.

Special Instructions - If a course does not end within the specified 12-month period, the instructional activity for the course should be reported only for the number of weeks which do fall within the 12-month period. For example, if only 40 weeks of a 64 week course (which meets 15 hours per week and has an enrollment of 30 students) falls within the 12-month period, the contact hour activity for this course would be computed as follows: 40 weeks x 15 hours per week x 30 students = 18,000 contact hours.

Credit hour activity - In computing credit hour activity, include ONLY those courses offered for credit that are measured in terms of credit hours, as well as courses that are part of an occupational or vocational program that are measured in terms of credit hours. DO NOT CONVERT CONTACT HOUR ACTIVITY INTO CREDIT HOUR ACTIVITY. To determine the credit hour activity for a course, multiply the CREDIT HOUR value of the course by the number of students enrolled in the course for credit. (NOTE - The number of students enrolled in the course is the number enrolled at the close of the official add period for each term. If there is no official add period, report as of the 15th day of each regular term and the 5th day of each summer or short term.)

Example: The credit hour activity for a 3-credit course with an enrollment of 30 students is 90 credit hours. Using this method, compute the credit hour activity for each course and then sum the activity for all credit hour courses for the entire 12-month period.